

**Guru Nanak Dev University, Amritsar
Advertisement No. 7/2020**

Online applications are invited for the post of Liason Officer in the University.
**Online registration of application for these posts will start w.e.f. 18.09.2020
and end on 25.09.2020. Last Date for submitting Hard Copy of the Online
submitted application is 01.10.2020.**

For further details visit University Website: <http://www.gndu.ac.in>.

**Amritsar
16.09.2020**

REGISTRAR

Guru Nanak Dev University, Amritsar

(Established by the State Legislature Act No.21 of 1969)

Advertisement No. 7/2020

Online applications are invited from eligible candidates for the post of Liason Officer in Guru Nanak Dev University, Amritsar as per details given below. Candidates are required to deposit the prescribed fees (**non refundable**) through online mode only using Credit Card/ Debit card/ Net banking. Application fees for this Post will be Rs. 1180/-(including GST) (Rs. 590/-(including GST) for SC/ST & PWD candidates). The SC/ST and PWD candidates who are not domicile of the State of Punjab shall have to pay the application fee of Rs. 1180/- (including GST) for post. The application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy is also must. The Candidates desirous to apply against the reserved category Posts must also attach their Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Important Dates:

Opening date for on-line Registration of applications	:	18.09.2020
Last date for on-line Registration/submission of application.	:	25.09.2020
Last date for submitting the hard copy/print out of online application and supporting documents to the Registrar, Guru Nanak Dev University, Amritsar-143005 (Pb.)	:	01.10.2020

Detail of Posts

S.No.	Name of the Post(s)/ Pay Scale	Department (Specialization)	No. of Post(s)
1.	Liason Officer (\$) (Fixed Pay : Rs. 50,000/- PM)	GNDU, Main Campus, Amritsar	01

(\$) The upper age limit of the Post shall be 65 years.

Qualifications:

Liason Officer

- (i) Master's Degree with at least 55% marks from a recognized University/Institution.
- (ii) Preference should be given to candidate having Ph.D degree from a recognized University/Institution.
- (iii) The candidate should have an experience of at least five years at a key administrative position in a University/College with not less than the pay scale of Associate Professor of the University.
- (iv) The candidate should have an experience of dealing with central/ state funding or administrative agencies of higher education and research.

Note: -

1. Candidates are required to apply in the online mode only through Guru Nanak Dev University, Amritsar website www.gndu.ac.in. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted. Applicants are required to take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and **SEND a COPY to 'THE REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR-143005', PUNJAB along with self attested copies of all the certificates of Educational/ Professional QUALIFICATIONS (DEGREES AND DMC'S WITH CONVERSION FORMULA OF CGPA/OGPA), EXPERIENCE CERTIFICATE, RESERVE CATEGORY CERTIFICATE** (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) etc. keep the 2nd copy with him/her.
2. Copy of circular containing detailed instructions, qualifications, etc. for the posts, is available only at <http://www.gndu.ac.in>.

3. A Candidate needs to Register only once by filling Registration Form, even if he/she wishes to apply for more than one post/ department/campuses.
4. Candidates must have a valid Email-ID of his own, which should be active throughout the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the **University** may send any important intimations on the University Website and/or through Email. Candidates should also check the University website regarding any updates during the recruitment process. Candidates should check their Email account for updates. GNDU will not be responsible for any loss of Email sent, due to invalid/wrong Email Id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested in their own interest to remain in touch with the University website www.gndu.ac.in. Issuance of notifications in the newspaper is not obligatory on the part of the university
5. Candidates should take utmost care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.
6. The candidates should ensure the completion of all the steps of the registration process and depositing of application fee by the stipulated date and time given in the advertisement.
7. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 100 kb (photograph) and 100 kb (signature) for online uploading.
8. Please keep the following details ready with you before clicking on the registration button for starting your online application:-
 - a. Personal details including Date of Birth and Nationality
 - b. Mobile Number
 - c. Valid Email ID
 - d. Reservation Category Details
 - e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.
(Please calculate percentage from CGPA/OGPA in advance).
 - f. Soft Copies of scanned Photograph and Signatures.
9. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.
10. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
11. **Persons already in service must apply online and send the hard copy of application through their employer. All those candidates working in organizations/institutions including affiliated colleges of the university may be allowed to appear in interview without “No Objection Certificate” with the condition that in case the candidate is selected, no extension in joining time will be allowed. Such candidates are required to give an undertaking on the format available on university website: www.gndu.ac.in. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.**
12. The candidates are required to apply separately for each post earmarked for each Deptt.
13. **Incomplete applications not duly substantiated with supporting documents in any respect or hard copy of application received after the due date will not be entertained.**
14. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
15. The number of posts can be increased or decreased.
16. Bio-Data of any candidate can be placed before the Selection Committee.

17. Mere applying and satisfying the essential/ minimum qualification required for a post does not entitle the candidate any right of appointment.
18. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine background and has suppressed the said information, his/her services shall be terminated forthwith.
19. The candidature of the candidate for reserve category will be considered only for the category he/ she has applied online/offline. Under No Circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.
20. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.
21. The screening criteria and template to be used by the selection Committee for academic record and research performance etc. are also available on the University Website.
22. Candidates within India may not be considered in absentia.
23. Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab and adopted by this university. The benefits of reservation policy will be given to the residents of Punjab State only. The SC/ST/OBC/PWD, etc candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserved category as made in the online application form along with Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.
24. Candidates claiming Backward Class Category will have to submit the photocopy of their latest valid BC certificate issued by the competent authority.
25. Canvassing in any form will lead to cancellation of candidature.
26. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Amritsar.
27. **The candidates who have already applied for the posts being advertised vide this advertisement, in response to Advt. No. 4/2020 need not apply again. If they want to add some additional information, then they are required to apply afresh.**
28. For any enquiry regarding online application form, please contact Phone No.0183-2258802-09 (3182) (For Technical Enquiry regarding filling online application form) and 3099 (For General Enquiry regarding advertisement) Timing: 9.00 A.M. to 5.00 P.M. in working days.

AMRITSAR
16.09.2020

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